

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

MOTOR CARRIER SPECIALIST SERGEANT

JOB DESCRIPTION

Employees in this job function as specialists with responsibility for a motor carrier program in such areas as training, motor carrier officer recruitment and selection, investigations, and audits. The positions, designated as specialists by the Appointing Authority and accepted by Civil Service, require advanced knowledge in the field of work and (1) are responsible for highly complex assignments, (2) have a significant scope of responsibility and (3) have considerable impact within the department. Positions in this job are assigned to the Motor Carrier Division headquarters and do not supervise.

There is one classification in this job.

Position Code Title – Motor Carrier Specialist Sergeant

Motor Carrier Specialist Sergeant 13

The employee functions as a specialist, reporting organizationally to a managerial position.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Develops, implements, and administers statewide motor carrier programs within the specialized area of responsibility.

Formulates and executes statewide motor carrier policies and procedures for the specialized area.

Analyzes ongoing motor carrier program or specialty operations and recommends modifications of policies and procedures to meet commitments more effectively.

Interprets existing and proposed laws, policies, and procedures as they relate to a program or specialty area. Consults with state and federal government, as well as interested parties in this regard.

Provides expert advice in area of specialty to department management, outside entities, and the public.

MOTOR CARRIER SPECIALIST SERGEANT

PAGE NO. 2

Represents the Motor Carrier Division and the department at meetings, conferences, etc., regarding the specialty area.

Develops and evaluates training programs for motor carrier officers and investigators relative to specialized area.

Coordinates motor carrier officer recruitment efforts.

Coordinates selection process with Human Resources Division to ensure compliance with department and Civil Service selection policies and procedures.

Develops program curricula and conducts in-service training for motor carrier recruits, motor carrier officers, and other departmental employees relative to area of specialty.

Maintains liaison with commercial vehicle industry, governmental agencies, and other organizations relative to area of specialty.

Maintains records and prepares correspondence related to the area of specialty.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Considerable knowledge of the principles, methods, techniques and procedures used in the specialized area of work.

Considerable knowledge of motor carrier rules and regulations.

Considerable knowledge of proper inspection, investigation, and audit techniques and procedures.

Skill in meeting and communicating with others.

Ability to understand and apply complex written laws, rules, and regulations relative to the work.

Ability to plan, direct, and coordinate programs and administrative activities of a complex nature.

Ability to properly interpret motor carrier rules and regulations.

MOTOR CARRIER SPECIALIST SERGEANT

PAGE NO. 3

Ability to represent the Motor Carrier Division and department in carrying out the assigned specialty area.

Ability to use and maintain assigned firearms.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a high school diploma or a GED Certificate and successful completion of the State Police Training Academy Motor Carrier School.

Experience

Two years of experience as a Motor Carrier Investigator 11.

OR

Three years as a Motor Carrier Officer E10.

Special Requirements, Licenses, and Certifications

Possession of a valid driver's license.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MCSPSGT

Job Code Description

Motor Carrier Specialist Sergeant

Position Title

Motor Carrier Specialist Sgt

Position Code

MCSPLSGT

Pay Schedule

NERE-056